

The following are the steps required to select a candidate for the endowed chair:

Please direct correspondence to Dean King requesting that he appoint a selection committee. Email form is acceptable and preferred. Please copy School of Medicine Endowed Chair Steward Michael Da Luz on the email request.

In your request, please provide suggestions for committee membership.

- Indicate who should chair the committee.
- The committee should reflect a broad cross-section of the faculty with knowledge of the academic program(s) to be supported by the endowed chair.
- The committee should consist of at least five (5) members.

With your input, Dean King will appoint the selection committee and request that it provide a written nomination for the candidate chosen by the committee.

- If the candidate is a current member of the faculty, the committee recommendation can be forwarded directly to me.
- If the person recommended for the endowed chair is being recruited by an external search, the academic and endowed chair appointments are concurrent and the approval of the faculty appointment must precede approval of appointment to the endowed chair.

Endowed and Distinguished Professorships are the highest honor for a faculty member. As such, appointments to endowed positions are reserved for faculty who are committed to advancing the multiple missions of the SOM as evidenced by appointment in an Academic Senate Series (Ladder, In Residence, Clinical X) or HS Clinical track unless otherwise noted by donor intent. Additionally, faculty should have evidence of their academic achievement as demonstrated by appointment at the rank of Associate or Full Professor. Appointments of faculty in the Assistant Rank or Adjunct series are by exception and require justification from the endowed chair selection committee.

When Dean King receives the recommendation of the selection committee and the candidate's curriculum vitae, he will forward it along with his concurrence for appropriate processing.

Final approval will be made and the appointment letter will be issued, along with details of funding and purpose of the endowed chair to the appointee.

If you have any questions, please email the School of Medicine Endowed Chair Steward Michael Da Luz at michael.daluz@ucsf.edu.